

User Guide

Healthcare Professional Registration

Effective Date: January 1, 2017

Wisconsin Interactive Network

1 S Pinckney Street

Madison, WI 53703

Contact Information

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PDMPsupport@egov.com



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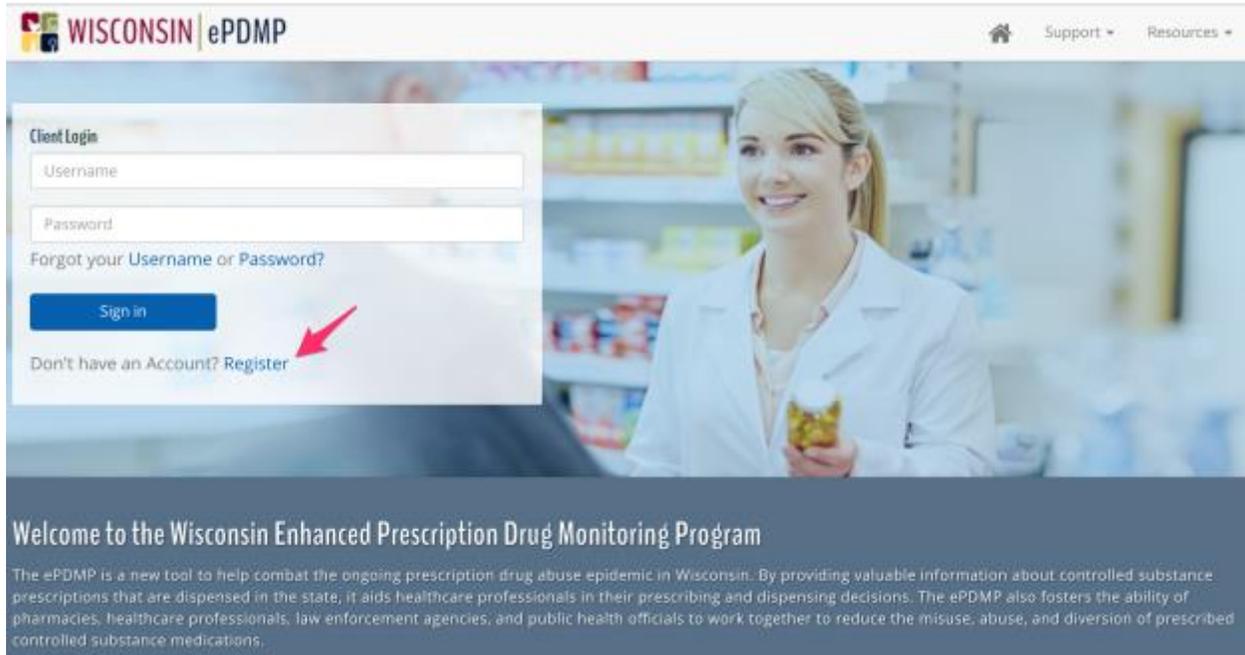
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Healthcare Professional Registration

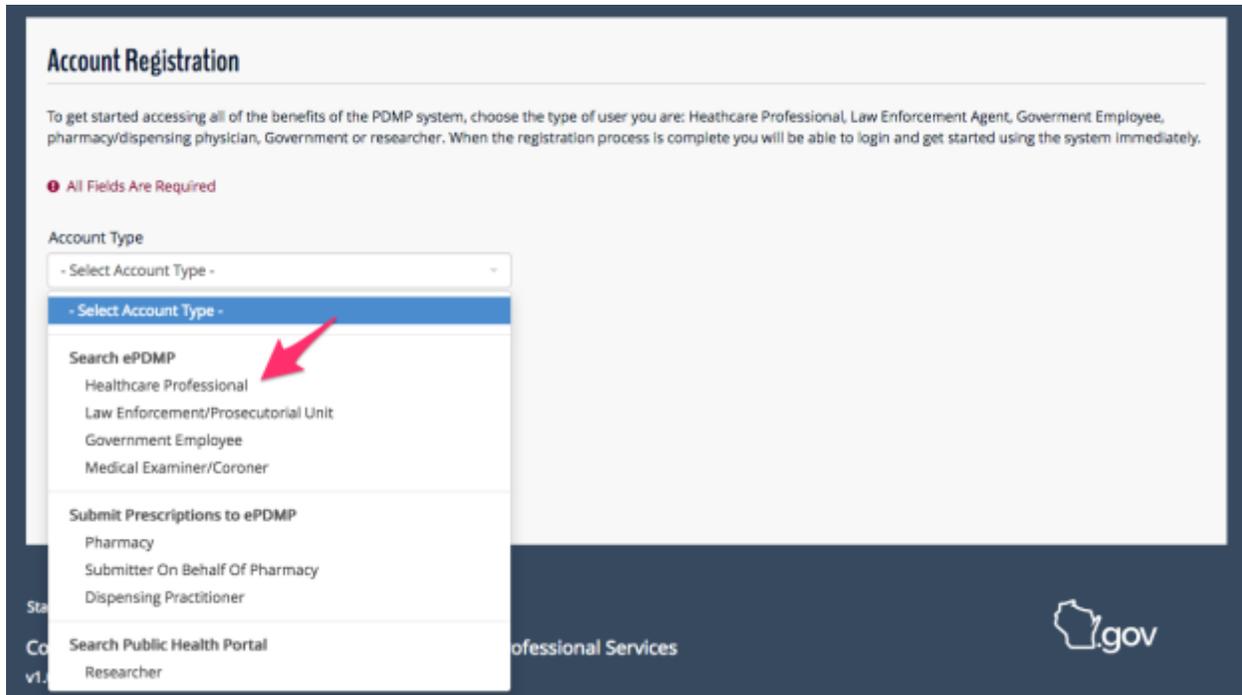
<https://pdmp.wi.gov/>

1. Click on Register.



2. Select the appropriate Account Type.
3. If you are a healthcare professional such as a prescriber or pharmacist – select Healthcare Professional.
 - a. Note: If you are a Medical Examiner, you need to register as a Medical Examiner/Coroner.





4. Enter your last name, the last four digits of your SSN, your date of birth, and your license number. Select your license type from the dropdown, and click Lookup. The fields must be entered exactly as they appear in your WI State licensing file. If you are a WI-licensed healthcare professional your information will be retrieved from the Department of Safety and Professional Services licensing database.



Account Registration

To get started accessing all of the benefits of the PDMP system, choose the type of user you are: Healthcare Professional, Law Enforcement Agent, Government Employee, pharmacy/dispensing physician, Government or researcher. When the registration process is complete you will be able to login and get started using the system immediately.

All Fields Are Required

Account Type

Last Name Last Four SSN Date of Birth

The License Number field is for the digits before the dash. Example 12345-00 **The License Type field is for the digits after the Dash. Example: 12345-00**

License Number License Type

Success! License was found, please verify your information.

5. If your information is found in the DSPS licensing database, a success message is displayed at the top of the screen. Scroll down and you will see that the registration fields will be pre-populated with the information from the DSPS licensing database.
6. Complete the remaining fields: select your primary practice specialty, enter your Employer, and enter your DEA number.
7. Enter the email address that can be used to receive alert notifications and other communications from the PDMP Administrator.
8. Create your username and password.
 - a. Please notice the Password criteria on the screen.

Registration Information

Passwords should be at least 8 characters long, contain one uppercase letter and at least 1 number. Special characters are allowed.

Email Address

Username Password Confirm Password



9. Click Confirm.
10. Accept the Terms and Conditions.



11. You will receive a Registration Success message.
12. Look for the WI PDMP Registration Approved email sent to the email address you used to register.
13. Click on Register in the email.



14. Your registration is complete and you can now login to the PDMP.
15. You will be directed to the login page.

Your Account Is now active and you can log in.



Problems with Registration:

State License Number:

Enter the license number in the License Number field. Your license number corresponds to the digits to the left of the dash and may be 2-9 digits long. Select the type of license, which is the number to the right of the dash.



The License Number field is for the digits before the dash. Example 12345-00

The License Type field is for the digits after the Dash. Example: 12345-00

License Number: 00000 -

License Type: - 00

License Not Found:

If you have a WI state license and you entered your last name, the last four of your social security number, your date of birth, your license number or your license type incorrectly, your license information from the WI License database will not be found. You will receive the following warning:



Please review the information that you entered and compare it to your WI State licensing file. It must match exactly.

You can verify and update your WI State License information by going to the DSPS website <https://online.drl.wi.gov/UserLogin.aspx> and logging in with your license number and PIN.



If you have forgotten your PIN, click on [Forgot Your Pin](#) and follow the instructions to obtain your PIN.

You can change information on your license and add missing information such as a telephone number.

Contact the PDMP Administrators at PDMP@wisconsin.gov or 608-266-2112 if you have questions about this information.

Phone Number Field is Blank:

If the information populating the registration fields does not have a phone number in the phone number field (the field is not editable and shows ###-###-####), please update your licensing file with DSPS using the steps in the “License Not Found” topic on page 7.

Submit Doesn't Work:

All fields are required for registration. If you click Submit and nothing happens, please verify that all fields have been entered.

<p>Position Title</p> <input type="text"/> <p>Required</p>	<p>Date of Birth</p> <input type="text" value="MM/DD/YYYY"/> <p>The field Date of Birth must be a date.</p>
<p>First Name</p> <input type="text"/> <p>Required</p>	<p>Last Name</p> <input type="text"/> <p>Required</p>

Password is Invalid:

Your username can be anything. Your password has to match the criteria on the screen:

 Passwords should be at least 8 characters long, contain one uppercase letter and at least 1 number. Special characters are allowed.

Password Must Match:

Make sure you re-enter the same password in the Confirm Password field:



Password

Confirm Password

Please enter the same value again.

Invalid

Very Strong

I haven't received an email after I registered.

Check your spam filters to determine if it was flagged as spam. You want to configure your spam filters allow emails from Wisconsin.gov and egov.com.

If you still can't find your email, please contact PDMP@wisconsin.gov or 608-266-2112 and provide your First Name, Last Name, Username, and email address. We will verify the email address associated with your registration and resend the confirmation email.

